Finding a Job

Job Seeking Tips

Laid off? Just out of school? Looking for work after an extended absence? Learn about many helpful library materials and discover community and Internet resources. Become a savvy job seeker using a variety of searching tools.

Thursday, December 3, 2– 4 pm
Washington Square Branch Library
1244 Portage St

Thursday, January 7, 2–4 pm
Oshtemo Branch Library, 7265 W Main St

Résumé Workshop

Discuss the ins and outs of résumé and cover letter writing, then create and/or revise these documents. Bring your current résumé for review and suggestions.

Thursday, December 10, 2–4 pm
Washington Square Branch Library
1244 Portage St

Thursday, January 14, 2–4 pm
Oshtemo Branch Library, 7265 W Main St

Interviewing Skills

Learn how to present yourself, what to wear, how to answer questions, and what information you should and shouldn't discuss in a job interview. Increase your confidence by rehearsing one-on-one with a professional.

Thursday, December 17, 2–4 pm
Washington Square Branch Library
1244 Portage St

Thursday, January 21, 2–4 pm
Oshtemo Branch Library, 7265 W Main St

Quick Self-Assessment

Give yourself a check-up on your computer skills!

- Can you open, maximize, minimize, and close windows on your computer?

- Do you know what a flash drive is?

- Can you attach documents to an email?

- Can you save things on your computer without losing them?

- Can you name several search engines?

- Do you know what a URL is?

- What are three peripherals that you use with your computer?

- Are memory and storage the same thing?

- What would you list as your computer skills if you were answering an employment ad?

Computer Training

Gain computer confidence and acquire important skills!

December January February

- Each class is a single, stand-alone session that lasts 2 hours. Handouts are included in each class.

- Registration for all classes begins the **15th of the month** prior to the month in which the class is held.

- **www.kpl.gov/computer-training** Register online or call 553-7862.

KALAMAZOO PUBLIC LIBRARY

Basic Computer Classes

Intro to Computers

PC. CPU. Tower. Peripherals. Storage versus memory.
What do they all mean? Whether you're just starting out or need a little boost, this is the class for you! Learn the very basics of how the computer works and what lingo to use when "speaking computers." From knowing software from hardware to knowing a CD-RW from a USB flash drive, this class is just the foundation you need. **Prerequisite: None**

Wednesday, December 2, 10 am–12 pm
Tuesday, December 15, 6–8 pm
Saturday, December 19, 10 am–12 pm
Tuesday, December 22, 2–4 pm

Tuesday, January 12, 10 am–12 pm
Monday, January 18, 6–8 pm
Thursday, January 28, 2–4 pm
Saturday, January 30, 10 am–12 pm

Wednesday, February 10, 6–8 pm
Thursday, February 18, 2–4 pm
Wednesday, February 24, 10 am–12 pm
Saturday, February 27, 2–4 pm

Mouse Workshop

Dropdowns and dragging, and right-clicking, oh my!
This workshop will illustrate the basic functions of a mouse while providing various online games and tutorials that will help you become familiar with clicking and interacting with the computer. There will be plenty of time to practice!
Prerequisite: Intro to Computers or equivalent.

Wednesday, December 9, 10 am–12 pm
Thursday, December 17, 10 am–12 pm

Thursday, January 7, 10 am–12 pm
Tuesday, January 19, 10 am– 2 pm

Wednesday, February 24, 2–4 pm

Get Organized!
(previously Files and Folders)

What is a flash drive and how do I use it? Where did the document go that I just saved? Get organized with all the basics of creating, renaming, moving and deleting files and folders. Learn about the various ways to store files (hard drive, removable devices, CDs, and floppies). **Prerequisite: Basic computer use skills (suggest Intro to Computers and Mouse Workshop).**

Wednesday, December 16, 10 am–12 pm
Tuesday, December 29, 2–4 pm

Thursday, January 21, 6–8 pm

Wednesday, February 10, 2–4 pm

Internet 101

Find your way around the web in this hands-on session on using the Internet. You will learn how to successfully navigate a website, use tabbed browsing, and print pages accurately. Email basics and web searching covered as well.
Prerequisite: Intro to Computers or equivalent.

Wednesday, December 9, 2–4 pm
Tuesday, December 22, 10 am–12 pm

Saturday, January 16, 10 am–12 pm

Tuesday, February 9, 2–4 pm
Wednesday, February 17, 6–8 pm

Advanced Internet
(previously Web Searching)

Do you ever search the 'net and find everything but what you want? Then, this class will help you learn ways to improve and refine your search results using category searching as well as advanced search features. We will also talk about other features such as bookmarks, fun websites, and advanced email questions.
Prerequisite: Internet 101 or equivalent.

Tuesday, December 29, 10 am–2 pm

Tuesday, January 12, 2–4 pm

Tuesday, February 23, 2–4 pm

Other Classes

We have many other classes available!

- **Microsoft Office 2007 Basic Training**
- **Microsoft Word 2007**
- **Microsoft Excel 2007**
- **Microsoft PowerPoint 2007**
- **Social Networking 101**
- **Digital Photos 101**
- **Clases En Español**

Just visit our website to find details or register:
www.kpl.gov/computer-training/

NOTE: Registration for all classes begins the 15th of the month prior to the month in which the class is held. Registration is open on:

    November 15th for December classes
    December 15th for January classes
    January 15th for February classes